

NEBRASKA SUSTAINABLE AGRICULTURE SOCIETY is HIRING!

PROGRAM MANAGER POSITION SUMMARY:

As a key member of NSAS's development team, the Program Manager will manage and support Nebraska's oldest sustainable agriculture organization, with the mission "to promote agriculture and food systems that build healthy land, people, communities and quality of life, for present and future generations." Nebraska Sustainable Agriculture Society is a non-profit grass-roots organization, now in its fourth decade.

The Program Manager will report to the NSAS Board of directors and work in accordance with the bylaws of the organization. This individual will be involved in all aspects of maintaining organization of the membership, website, social media, creating sustainable income streams and organizing the annual conference and other outreach events.

This position will begin part-time at 25-30 hours/week; with adequate fundraising, management, and grants, may become a full-time position. Work hours can be flexible; some weekend and evening hours will be required for meetings and events. Regular office hours expected with flexibility of days and scheduling.

Job Title: PROGRAM MANAGER

Position Type: Part time; remote/work from home.

Organization: Nebraska Sustainable Agriculture Society

Travel Required: Projected as occasional travel, typically within Nebraska for events & meetings.

Location: within the state of Nebraska; Central or Eastern Nebraska will require less travel

Salary/Pay Range: Commensurate with experience and education. Compensation will be set by the NSAS Board of Directors.

Resume & Cover Letter (including best contact information) Accepted by EMAIL to:

president@sustainablenebraska.org OR BY Mail to:

Nebraska Sustainable Agriculture Society
PO Box 22573
Lincoln, NE, 68542

UPDATED 2/14/2023: POSITION OPEN UNTIL FILLED. First round of interviews slated for late February 2023.

NEBRASKA SUSTAINABLE AGRICULTURE SOCIETY PROGRAM MANAGER Job Description

Role and Responsibilities

The Program Manager of the Nebraska Sustainable Agriculture Society (NSAS) is responsible for conducting the day-to-day business of the organization and responsible for its continued growth and development under the direction of the NSAS board of Directors. Duties under direction of the board include:

- Serve as an effective public representative of the NSAS to its membership, patrons, and clients as well as related non-profits, government agencies, elected officials, and the public; cultivate relationships and partnerships for outreach and grant funding or other fundraising.
- Conduct official correspondence and social and other media outreach.
- Prepare budgets, monitor business transactions, and ensure the organization is using sound financial practices.
- Properly maintain official records and documentation. Ensure the organization is following federal, state, and local regulations.

FEB 2023

NEBRASKA SUSTAINABLE AGRICULTURE SOCIETY PROGRAM MANAGER Job Description cont.

- Maintain and update NSAS' membership lists, listservs and forums, and historical records. Curate electronic and physical property of NSAS.
- Stay current on trends and developments as they pertain to sustainable agriculture.
- Promote appropriately the mission of NSAS through social media, newsletters and varied media outlets/venues.
- Provide lead role in NSAS outreach for annual conference, farm tours and/or other applicable and appropriate outreach activities and events.
- Supervise volunteers, mentees, interns and/or hired staff as may be in place as programs evolve.
- Through NSAS's mission, work to build and support NSAS membership.
- Conduct other tasks that may be assigned by the Board of Directors that are consistent with Program Manager function.

The Program Manager role will play a lead in securing grant and other funding and managing grants and other received. Duties under direction of the board include:

- Develop funding goals and corresponding plans for success.
- Provide the lead role for seeking funding sources and writing/submitting grants and similar.
- Cultivate relationships and partnerships with government agencies, foundations, faith-based groups, corporations, and other potential sources of grant and similar funding.
- Hire, train, and direct qualified staff for funded projects as required.
- Provide the lead role in project evaluation and reporting.

Qualifications and Education Requirements

Required:

- Excellent written and oral communications skill.
- Ability to work independently under the direction of a non-profit board of directors.
- Practical knowledge of sustainable agriculture and food production of a variety of scale and production.
- Strong organizational and interpersonal skills.
- Appropriate computer skills for such a position
- Associate Degree in agriculture, ecology, biology, agribusiness, or related field.

Preferred:

- Bachelor's Degree in agriculture, ecology, biology, agribusiness, or related field.
- Equivalent academic, work, and nonprofit management experience will be considered.

Preferred Skills

- Demonstrated experience in holding and achieving business or performance goals.
- Demonstrated experience seeking funding sources for non-profit organizations and writing and reporting for grants.
- Social media and other media acumen in support of an organization or business.
- Demonstrated experience managing budgets; developed experience with Quickbooks.
- Demonstrated success planning, managing, and delivering projects.
- Experience directing, managing, and evaluating staff performance.
- Managing and directing volunteers in a variety of settings.